

North Dakota State University

Policy Manual

SECTION 816

REBUDGETING ON SPONSORED AGREEMENTS

SOURCE: NDSU President

1. The Grants Management System has the capability to check for available funds at four different levels of restriction. The base level of restriction is determined by the terms and conditions of the sponsoring agency.
 - 1.1 BUDGET LINE. Each expense processed is checked against the budget for that specific line item.
 - 1.2 BUDGET CATEGORY. Each expense processed is checked against the sum of budgets within a given category. The categories are
 - 1) Personnel,
 - 2) Operating,
 - 3) Equipment, and
 - 4) Deductions and Transfers (indirect cost).
 - 1.3 TOTAL DIRECT: Each expense processed is checked against the sum of all budgets, excluding indirect cost budget, within the project to determine if sufficient funds are available.
 - 1.4 BUDGET TOTAL. Each expense processed is checked against the sum of all budgets within the project to determine if sufficient funds are available.
2. If a department wishes to incur an expense under a different line item, or category if Budget Category, or incur expenses over the amount budgeted for a line or category if Budget Category, an email should be submitted to Grant and Contract Accounting explaining the circumstances requiring the rebudget. Grant & Contract Accounting will review the terms and conditions of the award for the sponsoring agencies requirements. If approval is required by the sponsoring agency, Grant and Contract Accounting will forward the request to Sponsored Programs Administration. Sponsored Programs Administration will request approval from the sponsor.
3. If a project becomes overspent, the department is liable for covering those overages through a local/non grant fund.

HISTORY:

New	July 1990
Amended	April 1992
Amended	May 1996
Amended	August 2007
Amended	November 2008
Amended	April 28, 2016